

COMPENSATION BOARD DOCKET #15/09

March 25, 2015

EMPLOYEE RECOGNITION
NONE.

307-15-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CAMPBELL COUNTY	SHERIFF	03-10-15 Officer requests to transfer \$9,335 from Vacancy Savings to equipment to purchase a LiveScan Scanner. The Officer understands there is a stressed amount of 71.28% and the locality has consented to be responsible for the remaining cost of \$2,681. Officer states that the equipment will be purchased and installed in the office for reimbursement no later than the May 2015 reimbursement in June.	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
031	Campbell County	LiveScan Scanner	1	\$9,335	\$9,335	1	\$9,335	\$9,335	\$6,817.35
	Totals			\$9,335	\$9,335		\$9,335	\$9,335	\$6,817.35

307-15-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SHERIFF'S WORKLOAD AUDIT COMMITTEE	SHERIFF	<p>03/18/2015 The Sheriffs' Workload Audit Committee submits recommended changes to workload data reported in the FY16 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted those offices needing verification. The committee members contacted 99 offices regarding workload. Seventeen offices submitted corrections to their 2014 workload information, Five offices submitted changes for 2013 and one office submitted changes for 2012. Two offices have not responded. All other offices contacted reported that the figures previously submitted in the Budget Request are accurate. The committee will continue to submit corrected data as received.</p>	\$0	The Compensation Board concurs with the Sheriffs' workload audit committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.
VARIOUS	SHERIFF/ SUPERINTENDENT	<p>03-04-15 The following localities are requesting to transfer Vacancy Savings to Temporary or Office Expense funds and one office is requesting to move Office Expense to Temporary.</p>	\$0	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested
161	307	Roanoke County	3/9/2015	Office Expense	Temporary	\$72,877.00	\$72,877.00
450	307	Rappahannock Sec Ctr	3/20/2015	Vacancy Savings	Temporary	\$696,429.05	\$696,000.00
485	307	Blue Ridge Reg. Jail	3/20/2015	Vacancy Savings	Temporary	\$18,878.88	\$18,878.88
490	307	Peumansend Creek Reg. Jail	3/18/2015	Vacancy Savings	Office Expense	\$24,042.04	\$24,042.04
650	307	Hampton City	3/5/2015	Vacancy Savings	Office Expense	\$159,669.74	\$104,884.40
770	307	Roanoke City	3/4/2015	Vacancy Savings	Temporary	\$110,453.01	\$40,000.00
		Totals				\$1,082,349.72	\$956,682.32

772-15-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DINWIDDIE COUNTY	COMMONWEALTH'S ATTORNEY	<p>2-24-2015 Officer requests to transfer base temporary funds in the amount of \$5,291 to increase the annual salary of position 00004, effective February 1, 2015</p> <ul style="list-style-type: none"> position 00004 currently ATTI at \$52,909 to be \$58,200 <p>Staff notes, this office does not have any unfunded positions.</p>	\$0	The Compensation Board approved a transfer of \$5,291 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary Fund budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
053	772	Dinwiddie County	2/24/2015	Temporary	ATTI	pos. 00004	\$52,909	\$5,291	\$2,204.58

772-15-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
VARIOUS	COMMONWEALTH'S ATTORNEY	<p>3-17-2015 Officers request to transfer Vacancy Savings and Office Expense funds to Equipment to fund the cost of the following items.</p> <p>Each Officer states that the locality agrees to fund the Stressed Cost of these purchases and understands the last opportunity to claim reimbursement for approved funds is with the May payroll and expense reimbursement process.</p>	<p>\$14,569.55 Total Cost \$11,542.24 Total Stressed Cost</p>	Approved per the Compensation Board's FY15 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.

FIPS	Locality Name	Equipment Requested	Requested Qty	Requested Cost	Total Requested Cost	Per Policy Qty	Per Policy Cost	Total Cost Approved	Stressed Cost
197	Wythe County	PC's	2	\$1,289.85	\$2,580	2	\$1,200.00	\$2,400.00	\$1,806.72
197	Wythe County	Laptops	2	\$1,722.23	\$3,444	2	\$1,722.23	\$3,444.46	\$2,592.99
197	Wythe County	Projector	1	\$727.15	\$727	1	\$727.15	\$727.15	\$547.40
197	Wythe County	Printers	2	\$268.97	\$538	2	\$268.97	\$537.94	\$404.96
	Wythe County Total				\$7,289		\$3,918.35	\$7,109.55	\$5,352.07
770	Roanoke City	Printer	2	\$850.00	\$1,700	2	\$850.00	\$1,700.00	\$1,506.71
	Roanoke City Total				\$1,700		\$850.00	\$1,700.00	\$1,506.71
820	Waynesboro City	Laptops	3	\$1,427.00	\$4,281	3	\$1,427.00	\$4,281.00	\$3,480.88
820	Waynesboro City	Docking Stations	3	\$197.00	\$591	3	\$197.00	\$591.00	\$480.54
820	Waynesboro City	Monitors	6	\$148.00	\$888	6	\$148.00	\$888.00	\$722.03
	Waynesboro City Total				\$5,760		\$1,772.00	\$5,760.00	\$4,683.46
	Total				\$14,749		\$6,540.35	\$14,569.55	\$11,542.24

771-15-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
BRISTOL CITY	COMMISSIONER OF THE REVENUE	<p>2-27-15 Officer requests to use \$2,673 in Turnover funds to increase the salary of position 00002, MDII, currently budgeted at \$29,211 to \$32,133.</p> <p>Staff notes that this will result in an increase of \$249 to the CDP cost and to the budget, effective 2-1-15. Locality concurrence has been obtained.</p>	\$249	Approved as an exception to policy, based upon the specific conditions stated by the officer.
COMMISSIONER OF THE REVENUE WORKLOAD AUDIT COMMITTEE	COMMISSIONER OF THE REVENUE	<p>3-18-15 Commissioners Workload Audit Committee submits recommended changes to workload data submitted in the FY16 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 81 Commissioners appearing to have workload data discrepancies; 18 responded with corrected workload data, 62 gave a valid response for the data discrepancy, and 1 office has not yet responded.</p>	\$0	The Compensation Board concurs with the Commissioner of the Revenues' workload audit committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.

771-15-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-19-15 Per the Provisions of Chapter 3, Item 69 of the 2014 Special Session I Acts of Assembly, 17 Commissioners currently unfunded for participation have certified by February 1, 2015 that they meet the minimum requirements of the Compensation Board Commissioner of the Revenue Career Development Program, including 3 who certified in FY11, 2 who certified in FY12, 2 who certified in FY13, 2 who certified in FY14, 4 who certified in FY15, and 4 who newly certified in FY16. 50 Commissioners currently funded for participation have recertified as of February 1, 2015.</p> <p>Of the 17 certifying Commissioners who are currently unfunded, all were accepted. Of the 50 funded Commissioners, all were accepted. A total of 67 Certified Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2015.</p> <p>(The COR Career Development Audit Committee has randomly audited 13 offices and concurs with the requests.)</p>	\$133,510 (FY16)	The Compensation Board thanks the Commissioners' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY16 budget allocation packages by May 1, 2015.

771-15-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY COMMISSIONER OF THE REVENUE CAREER DEVELOPMENT PROGRAM	COMMISSIONER OF THE REVENUE	<p>3-19-15 Per the Provisions of Chapter 3, Item 69 of the 2014 Special Session I Acts of Assembly, 110 Deputy Commissioners currently unfunded for participation have certified by February 1, 2015 that they meet the minimum requirements of the Compensation Board Deputy Commissioner of the Revenue Career Development Program, including 1 certified Deputy from FY09, 8 from FY10, 25 from FY11, 10 from FY12, 16 from FY13, 9 from FY14, 16 from FY15, and 26 Newly Certifying Deputies in FY16. 88 Deputy Commissioners have recertified as of February 1, 2015.</p> <p>Of the 110 newly certifying Deputy Commissioners, all were accepted. Of the 88 Deputy Commissioners already meeting the requirements, all were accepted. A total of 198 Certified Deputy Commissioners met all criteria and corresponding salary increases are requested effective July 1, 2015.</p> <p>(The COR Career Development Audit Committee has randomly audited 40 deputies and concurs with the requests.)</p>	\$194,058 (FY16)	The Compensation Board thanks the Commissioners' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY16 budget allocation packages by May 1, 2015.

774-15-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
TREASURERS' CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-18-15 Per the provisions of Chapter 3, Item 72 of the 2014 Special Session I Acts of Assembly, 13 Treasurers currently unfunded for participation have certified by February 1, 2015 that they meet the minimum requirements of the Compensation Board Treasurers Career Development Program, including 7 who are newly certifying in FY16, 4 who certified in FY15 and 2 who certified in FY14, all of whom are currently unfunded. Of the 13 Treasurers who are currently unfunded, 12 were found to fully meet the requirements for the Career Development Program and 1 was found to be ineligible. 56 Treasurers currently funded for participation have recertified as of February 1, 2015. A total of 68 Certified Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2015.</p> <p>(The TAV Career Development Audit Committee has audited a random 14 offices and concurs with the requests.)</p>	\$35,937 (FY16)	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY16 budget allocation packages by May 1, 2015.

774-15-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DEPUTY TREASURERS CAREER DEVELOPMENT PROGRAM	TREASURER	<p>3-19-15 Per the provisions of Chapter 3, Item 72 of the 2014 Special Session I Acts of Assembly, 65 Deputy Treasurers currently unfunded for participation have certified February 1, 2015 that they meet the minimum requirements of the Compensation Board Deputy Treasurers Career Development Program, including 6 Certified Deputies from FY12, 11 Certified Deputies from FY13, 9 Certified Deputies from FY14, 17 Certified Deputies from FY15 and 22 newly Certified Deputies from FY16. 160 Deputy Treasurers currently funded for participation have recertified as of February 1, 2015. Of the 65 newly certified deputies, 6 were rejected for failure to achieve the minimum criteria of the Career Development Program.</p> <p>A total of 219 Certified Deputy Treasurers met all criteria, and corresponding salary increases are requested effective July 1, 2015.</p> <p>(The TAV Career Development Audit Committee has audited a random 41 deputies and concurs with the requests.)</p>	\$58,993 (FY16)	The Compensation Board thanks the Treasurers' Association of Virginia Career Development Audit Committee for its work in reviewing and auditing program participants and providing its recommendations. Approval of the corresponding salary increases will be determined in conjunction with the FY16 budget allocation packages by May 1, 2015.
TREASURERS WORKLOAD AUDIT COMMITTEE	TREASURER	<p>3-18-15 The Treasurers Workload Audit Committee submits recommended changes to workload data submitted in the FY16 Budget Request in COIN.</p> <p>The audit committee reviewed all workload data and contacted 109 Treasurers appearing to have workload data discrepancies; 19 responded with corrected workload data, 87 gave a valid response for the data discrepancy, 4 have not yet responded.</p>	\$0	The Compensation Board concurs with the Treasurers' workload audit committee recommendations to update workload data for those offices noted, and asks Compensation Board staff to update COIN with corrected data.

773-15-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CARROLL COUNTY	CIRCUIT COURT CLERK	<p>3-2-2015 Acting Officer requests additional Temporary Funding in the amount of \$11,927.33. This is equivalent to position #00006 DCIV in the amount of \$35,782 from March 1, 2015 to June 30, 2015. The General Election will be held on November 3, 2015.</p> <p>Acting officer states "This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00006 DCIV is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position."</p>	\$0	Approved at no additional cost to the Compensation Board.
CARROLL COUNTY	CIRCUIT COURT CLERK	<p>3-2-2015 Officer requests to transfer base temporary funds in the amount of \$2,000 to increase the annual salary of position 00004, effective March 1, 2015</p> <ul style="list-style-type: none"> position 00004 currently BKKR at \$24,435 to be \$26,435 <p>Officer also states, "I, Janice D. Jessup, acknowledge that due to budget reductions I currently have one unfunded authorized position; I understand that taking action to move base temporary funds to salaries of existing personnel may significantly reduce my options in dealing with any potential future funding reductions without impacting salaries of permanent staff".</p>	\$0	The Compensation Board approved a transfer of \$2,000 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer's Temporary Fund budget in the current as well as subsequent fiscal years.

FIPS	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Pro Rated
035	Carroll County	3/2/2015	Temporary	BKKR	pos. 00004	\$24,435	\$2,000	\$666.67

773-15-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
GREENE COUNTY	CIRCUIT COURT CLERK	<p>3-18-2015 With the concurrence of the incumbent Officer, who will retire on March 31, 2015 , the Acting Officer requests additional Temporary Funding in the amount of \$10,453.50. This is equivalent to position #00002 DCIII in the amount of \$41,814 from April 1, 2015 to June 30, 2015. The General Election will be held on November 3, 2015.</p> <p>Acting officer states "This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds budget, as I understand that the Compensation Board's interpretation of §24.2-226 and 228 is that position #00002 DCIII is not vacant during the period in which I am the Acting Circuit Court Clerk, consequently funds cannot be transferred from this position."</p>	\$0	Approved at no additional cost to the Compensation Board.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #15/08.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday, April 22, 2015 at 11:00 a.m. and Wednesday, May 27 th at 11:00 a.m.	N/A	Noted.
3.	BUDGET HEARING	COMPENSATION BOARD	Compensation Board Budget Hearing is scheduled for Thursday, April 9, 2015 at 10:00 a.m. at the Compensation Board offices.	N/A	Noted.
4.	INITIAL DRAFT BUDGET ALLOCATIONS	COMPENSATION BOARD	Staff presents initial draft budget allocations.	N/A	Approved to proceed with budget preparations for FY16, with final allocations to be presented April 22, 2015.
5.	FY16 COMPENSATION BOARD MEETING SCHEDULE	COMPENSATION BOARD	<p>Staff suggests the following dates for FY16 scheduled meetings. Unless otherwise noted, all meetings are at 11:00 a.m., and are set for the 4th Wednesday of each month:</p> <ul style="list-style-type: none"> • July 22, 2015 • August 26, 2015 • September 23, 2015 • October 28, 2015 • November 18, 2015 • December 16, 2015 • January 12, 2016 (Tuesday-2:00 p.m.) (special meeting to discuss legislation) • January 27, 2016 • February 24, 2016 • March 23, 2016 • April 7, 2016 (Thursday) (budget hearing) • April 27, 2016 • May 25, 2016 • June 22, 2016 		Dates noted, to be confirmed at the April 22, 2015 meeting.

FOR YOUR INFORMATION
NONE.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #15/09
March 25, 2015**

NO CLOSED MEETING

1) **MOTION FOR “CLOSED MEETING” by Chairman Susan Swecker. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business exempt from the Act was discussed.
(_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

AND

MOTION BY CHAIRMAN SUSAN SWECKER: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (_____ seconded the motion.)

Susan Swecker, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

HANDCARRY COMPENSATION BOARD DOCKET #15/09 March 25, 2015

307-15-09: SHERIFFS & REGIONAL JAILS
NONE.

772-15-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NORFOLK CITY	COMMONWEALTH'S ATTORNEY	<p>2-18-2015 Officer requests an extension of the exception provided to his office for the FY15 Reallocation Policy.</p> <p>Staff notes: Officer was approved for the Reallocation Policy to be effective August 14, 2014 and not the beginning of FY15, July 1, 2014.</p> <p>Officer was also approved an exception to the position reallocation policy for 6 months, for 3 of the positions in excess, allowing the Virginia Association of Commonwealth's Attorneys Staffing Standards Committee sufficient time to decide potential recommendations for revisions to the staffing standards. The first 3 positions incurring a vacancy during the year will be held vacant according to policy.</p> <p>This office is due to lose 6 positions; currently 4 are vacant.</p>	\$0	The Compensation Board approved the exception for 3 positions for the remainder of FY15 as a final exception approval. Three currently vacant positions, including one unfunded position, must remain vacant for the remainder of the fiscal year and will be subject to reallocation in FY16.

772-15-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COMMONWEALTH'S ATTORNEY CAREER PROSECUTOR PROGRAM	COMMONWEALTH'S ATTORNEY	<p>3-19-2015 Officers request Board approval to provide the following Assistant Attorneys to be considered for eligibility to participate in the Career Prosecutor Program and to update dates of eligibility as noted below.</p> <p>In most cases below, the dates of Selection were not entered correctly, and in one case, the submission inadvertently indicated "no" for certification of eligibility instead of "yes".</p> <p>Officers' staff, who submit the Budget Requests, were not aware of what the Dates of Selection should be, or inadvertently entered "no" instead of "yes" for eligibility.</p>	\$0	Compensation Board approved inclusion of the Officers' certifications of the CDP for these assistant attorney positions with the noted dates of eligibility, with all other program certifications for assistant attorneys as an exception to policy, based upon specific conditions as stated by the Officers. Approval of pay raises associated with certification of CDP will be considered with all office certifications during the budget approval process prior to May 1, 2015.

FIPS	Locality Name	Assistant Attorney	Position	Class	Date of Eligibility	Requested in FY	Eligible in FY	Notes
005	Alleghany County	Ralph Jackson	00006	ATTI	7/1/2015	2016	2016	Date Correction only
069	Frederick County	Heather Enloe	00006	ATTI	1/1/2009	2016	2016	Was in CDP in Winchester until move in current fiscal year, and has maintained criteria for duration
087	Henrico County	Megan Clark	00021	JATTI	11/29/2014	2011	2016	Date Correction only
087	Henrico County	Stephen Sharpe	00024	JATTI	1/15/2014	2011	2015	Date Correction only
121	Montgomery County	Dean Manor	00006	JATTI	1/23/2013	2014	2014	Date Correction only
121	Montgomery County	Erin Little	00009	ATTI	1/23/2013	2014	2014	Date Correction only
143	Pittsylvania County	Molly Burke	00006	JATTI	01/01/2014	2015	2016	Date Correction only
147	Prince Edward County	Morgan Greer	00007	ATTI	2/15/2012	2012	2014	Date Correction only
167	Russell County	Jessica Jackson	00005	ATTI	1/1/2013	2016	2014	Date Correction only
179	Stafford County	Kristin Bird	00020	ATTI	1/1/2015	2016	2016	Date Correction only
187	Warren County	Michael Fleming	00006	ATTI	8/2/2013	2014	2014	Date Correction only
570	Colonial Heights City	Ashley Henderson	00007	ATTI	8/10/2014	2015	2016	Did Not Certify Request
680	Lynchburg City	Laura Brownlee	00010	ATTI	10/1/2014	2016	2016	Date Correction only
680	Lynchburg City	Jennifer Bennett	00015	ATTI	6/30/2013	2016	2016	Date Correction only
740	Portsmouth City	Kara Cooper	00001	ATTI	12/12/2014	2016	2016	Date Correction only
740	Portsmouth City	John Hall	00030	ATTI	7/6/2013	2016	2016	Date Correction only

772-15-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HIGHLAND COUNTY	COMMONWEALTH'S ATTORNEY	<p>2-3-2015 Officer requests an exception to the Substitute Prosecutor \$500 60-day reimbursement policy and hourly compensation policy.</p> <p>John C. Singleton, Bath County part-time Commonwealth's Attorney, performed as Substitute Prosecutor on June 17, 2015, July 1, 2015 and July 2, 2015 but did not submit an invoice to the County of Highland until November 2014 or submit the CB22 forms until March 19, 2015.</p> <p>Officer also requests reimbursement at an hourly rate of \$125 per hour for time incurred.</p> <p>Staff notes that Compensation Board policy allows for reimbursement of \$50 per hour in compensation for time spent by a part-time Commonwealth's Attorney acting in a substitute prosecutor capacity. Reimbursement per policy at \$50 per hour would result in a total cost of \$670.02.</p>	\$1,511.85	Compensation Board approves an exception to the 60-Day Substitute Prosecutor reimbursement policy. Compensation Board will approve reimbursement at a rate of \$50 per hour, per policy.

FIPS	Office	Locality	Prosecutor	Expenses From - To	Defendant	Total
091	772	Highland	John C. Singleton	6/17/2014	Various	\$535.84
091	772	Highland	John C. Singleton	7/1/2014 to 7/2/2014	Various	\$977.93
					Total	\$1,513.77

771-15-09: COMMISSIONERS OF THE REVENUE NONE.

774-15-09: TREASURERS NONE.

773-15-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HAMPTON CITY	CIRCUIT COURT CLERK	<p>At its meeting on February 25, 2015, the Compensation Board did not approve the officer's request for additional budgeted funds to provide for staff salary increases and reclassifications for 7 positions.</p> <p>3-20-2015 Officer requests reconsideration of the Board's February 2015 decision to not approve the Clerk's request for additional budgeted funds to provide for staff salary increases and reclassifications. Officer requests an exception to Compensation Board policy and requests additional funding for salary increases in the amount of \$12,519, pro-rated cost \$4,713.</p> <p>Officer states, "Based on a business need, we must have adequate court clerks in place daily for the daily dockets. I am respectfully asking for assistance in at least finding a way to adjust position #11 to the minimum of the CDCI pay scale and position #15 as previously requested. It's crucial that these two individuals remain a part of this establishment based on their current positions and experience."</p> <p>Staff notes: This office currently has \$121 in Turnover Funds and does not have any budgeted Temporary or Office Expense funds to use to fund these increases.</p>	\$12,519 (\$4,713 pro-rated)	The Compensation Board reaffirms that it cannot approve additional budgeted funds for salary increases above the office's budgeted funds, and notes that with the retirement next year of a highly classified deputy, there may be an opportunity to use the office's turnover funding to implement such pay actions within existing funding.

FIPS	Office Code	Locality Name	Request Date	Position	From Class Code	To Class Code	Current Salary	Requested Salary	Amount Requested	Pro Rated
650	773	Hampton City	2/24/2015	00011	DCIV	CDCI	\$38,252	\$45,380	\$7,128	\$2,376.00
650	773	Hampton City	2/24/2015	00015	BKKR	DCIV	\$35,939	\$41,330	\$5,391	\$1,797.00
		Totals							\$12,519	\$4,173.00

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections: FY15 year-to-date collections for July – February totaled \$4,145,570.38, a decrease of 15.95% compared to the same period in FY14.</p> <p>Expenditures: FY15 year-to-date Clerk's expenditures through January, totaled \$1,694,664.12 or 30.70% of budgeted Technology Trust Funds.</p> <p>Projections: Based on current collections, FY15 TTF total collections would be approximately \$6.22 million, a decrease of 12.44% compared to FY14 collections.</p> <p>If the number of recordings falls an additional 10% over the remainder of FY15, total collections for FY15 would be \$6.01 million, a decrease of 15.36% over FY14 collections.</p>	N/A	Noted.

FOR YOUR INFORMATION NONE.

Public Body: Compensation Board
Date: March 25, 2015
Time: 11:00 a.m.
Location: Compensation Board Conference Room
Oliver Hill Building, 102 Governor Street
Richmond, VA 23219
Members: Susan Swecker, Chairman (present)
Martha Mavredes, ex-officio member (present)
Craig Burns, ex-officio member (present)